



Sussex Montessori School
24960 Dairy Lane
Seaford, DE 19973

Public Board Meeting Minutes
July 21, 2020

Meeting Start Time: 6:33 pm (Meeting held via Zoom Conference Call)

Meeting Adjourned: 8:14 p.m.

Meeting Location: Zoom Meeting

Board of Directors in Attendance: Trish Hermance, Linda Zankowsky, Jessica Bradley, Lauren Connelly, Christine Gorowara, E. McCrae Harrison, Chantel Janiszewski, Penny Short, Sean Steward, Penny Short

Others in Attendance: Lisa Coldiron (Head of School), Peter McClure (Director of Teaching and Learning), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant)

Regrets: Toby Hurley

A Message from the Board Chair

Board Chair moved the Policies from the Consent Agenda down to the Financial Committees Report. Board Chair thanked the Board and school leadership for their efforts. The opening of the school will look a little different than initially thought, with all the changes due to COVID-19. Board Chair has been involved with the training of the teachers and they are very excited. It will be such a great place for children!

Montessori Moment

P. McClure gave the Board an elementary math lesson with golden bead materials that will be used by our students.

Public Comment: No Public Comment

Consent Agenda

Minutes

Motion to approve June 2, 2020 and June 20, 2020 Board Minutes; Motion to accept both sets of Minutes made by C. Gorowara; Second by M. Harrison. No comments and no objections.

Contract Approvals

- **Transportation Contract**
- **Trash Removal Contract**

Motion to approve both contracts made by S. Steward; Second by P. Short. No objections.

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Financials

M. Hastie presented the FY 2020-year end financial summary.

Motion to approve made by S. Steward; Second by C. Gorowara. No objections.

Committee Reports

Finance Committee

- **Approval of Preliminary Budget**

Motion to approve the preliminary budget for FY21 that was discussed at the last Finance Committee meeting on July 14, 2020, made by S. Steward; Second by L. Connelly.

Discussion:

M. Hastie, Director of Finance presented information on:

- revenue including state funds, local funds and federal grants
- the distribution of revenues throughout the year
- the impact of Covid-19 on the FY21 budget

L. Zankowsky added that the following information:

- PNC operating account
- outstanding grants that may offset expenses in the budget

Motion to approve the preliminary budget was restated by the board chair. Motion was approved unanimously.

- **Payroll Protection Plan (PPP)**

Motion was made by S. Steward; Second by L. Connelly to move forward with the PPP loan as suggested by Finance committee on July 14, 2020.

Discussion:

L. Zankowsky shared the PPP Loan process.

Motion to approve the PPP Loan process was restated by the board chair. Motion was approved unanimously.

- **2020 Policy Approvals – First Reading**

The following policies were reviewed by Michelle Hastie. The Board was asked to provide comments to the Finance Committee prior to their August meeting. Board will vote on policies in August.

- (1) Cash in School Buildings
- (2) Accounts Payable & Accounts Receivable Policy
- (3) Payroll Internal Control Policy
- (4) Capitalization Policy
- (5) Purchasing Policy

Executive Committee

C. Gorowara Reported on the following work of the committee:

- Identify a Board online platform to streamline board and community access
- Identifying new board members
- Board Training – Governance and financial

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- Supporting the Head of School

Facility Committee

J. Crampton-Bradley reported on the facility committee reviewing:

- Expenses and change orders related to Covid-19
- Timetable for completion of administration building and classroom pods.
- Progress to plan Phase I and II

Student Success Committee

T. Hermance reporting

This committee is not officially meeting yet, but a lot of work is going on around student success through other committees and Task Force work. Will begin meeting in the Fall. No report for July.

Development Committee

L. Zankowsky reported on:

- Progress of Capital Campaign
- Campaign Plans for fall grant applications

Covid-19 Task Force

C. Chantel reported on:

- Committee's work from May to now
- Process now to evaluate the state guidance against our plans
- Letter to parents for input went out on 7/20/2020
- Expected timing for Governor's decision is early August
- Board will need to approve a final plan

Head of School Report

L. Coldiron reported on:

- Teachers and preparations for the school year ahead
- Positions filled in July
- Wait List
- Materials and furniture arriving
- Parent feedback and Zoom Calls

Close of Meeting

Motion to adjourn by M. Harrison; Second by C. Janiszewski. Meeting adjourned at 8:14 p.m.

Next Meetings

Regular Board Meetings FY 21 Third Tuesday of each month (6:30 -8:00) August 18, September 15, October 20, November 17, December 15, January 19, February 16, March 16, April 20, May 18, June 15.

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